


Description of Position	<p>Title of Position: Senior Word Processing Typist Salary Range: 312A (\$28870-31199) Children, Youth and Families/Clinical Services Department or Agency Name Division—Section—Unit Assignment(s)/Comments: Restrictions/Limitations: Limited (leave to protect status) 4/28/2007 Shift and Days: Monday-Friday: 8:30am to 4:00pm Position Covered By Collective Bargaining Union Agreement Yes X No Name of Bargaining Union: Council 94 There is is not X a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>Classification Code: 02423300 Reference Position No: 3330-10000-341 Application Period: 11/10/2006 to 11/16/2006 Location: RI Training School Cranston, RI</p>
General Information To Candidate	<p>Instructions: A. STATE EMPLOYEES LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter "bid" noting your intention to bid, the position title and posting number (found on upper left hand corner of posting). <u>Most important</u> – please include the following information: • <i>The title of the position for which you are applying</i> • <i>Name of your department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliation ***</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: • REASONABLE ACCOMODATION: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES: To perform complex word processing and data entry functions on an electronic computer keyboard using word processing software and at least one other software program such as spreadsheets or scientific programs; and to do related work as required.</p> <p style="text-align: center;">POSTED FOR LATERALS AND RECRUITMENT</p>
Minimum Education and Experience	<p>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS: Education: Graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and Experience: Employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. REQUIREMENT: Must provide typing certificate of at least 40 words per minute with CS-14 application or resume.</p>
Where To Apply	<p>Apply within the application period as shown on this announcement, NOTE: Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u> Dept. of Children, Youth & Families Phone: (401)528-3681 Office of Human Resources Fax: (401)528-3680 101 Friendship St., 2nd Floor TDD: (401)222-5803 Providence, RI 02903 Attn: Ellen L. Moan</p> <div style="text-align: right;">  </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER